



Jet Propulsion Laboratory  
Invoice Management Section  
Mail Stop 601-208  
4800 Oak Grove Drive  
Pasadena, CA 91109-8099

Invoice Instructions

## Fixed Price – Architect & Engineering Invoicing Instructions Prime Contract NAS7-03001

Dear Supplier:

In order for JPL to manage and process your organization's invoice in a timely manner, you must submit an invoice that meets the requirements outlined below.

Submit the invoice and any required backup documents through email or regular mail:

1) Send an email to [subcontract.invoices@jpl.nasa.gov](mailto:subcontract.invoices@jpl.nasa.gov) with the invoice and backup documents attached in one of the following electronic record file formats: .pdf, .tif, .jpg, .bmp, or .gif

OR 2) Mail the **original invoice and one photocopy** of all the invoicing documents to:

Jet Propulsion Laboratory  
Invoice Management Section  
Mail Stop 601-208  
4800 Oak Grove Drive  
Pasadena, CA 91109

### Invoice Requirements

- ☒ 1. Invoice date
- ☒ 2. JPL subcontract number
- ☒ 3. Total subcontract value
- ☒ 4. Tax Identification Number (TIN)
- ☒ 5. Invoice number
- ☒ 6. Billing period
- ☒ 7. Remittance address
- ☒ 8. Description of work
- ☒ 9. Current percent billed
- ☒ 10. Current amount billed
- ☒ 11. Total percent billed
- ☒ 12. Previously billed
- ☒ 13. Cumulative earned to date
- ☒ 14. Less % retention amount (% amount specified in the subcontract)
- ☒ 15. Total amount due
- ☒ 16. Certification wording, authorized signature, printed name, email, and phone number  
*"I hereby certify that the above invoice is correct and just, that payment therefore has not been received, and that the invoice is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government."*

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Name (Please Print)*

\_\_\_\_\_  
*Email*

\_\_\_\_\_  
*Phone Number/Extension*

- ☒ 17. Numbered pages



Web Site: <http://invoice.jpl.nasa.gov>  
Email: [invoice@jpl.nasa.gov](mailto:invoice@jpl.nasa.gov)  
Phone: (818) 354-7696

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## Notes

- A. These instructions, which are made part of your subcontract by reference, are intended to provide guidance regarding submitting invoices to JPL so that we can process them for payment as quickly as possible. Regardless of these instructions, all JPL subcontractors remain solely responsible for compliance with the terms and conditions of their subcontracts and all applicable laws. To the extent of any inconsistency between these instructions and the corresponding subcontract, please refer to the Order of Precedence General Provision.
- B. The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by your subcontract, including these instructions. Invoices must be prepared on commercial invoices (e.g. company's letterhead). We cannot accept invoices prepared on a Public Voucher SR # 1034 form.
- C. We take the following steps in an attempt to pay every invoice that complies with these instructions within 30 days of invoice receipt at JPL Invoice Management Section (IMS):
  - 1. Once we receive your invoice, we review each invoice for the above requirements.
  - 2. If the invoice does not meet any of the requirements, we will contact you ASAP and may request a correction and/or resubmission.
  - 3. We then send your invoice to the JPL Contract Technical Manager (CTM) for review and approval.
  - 4. Once we receive CTM approval, we will process your invoice for payment.
- D. For faster payment, IMS recommends signing up for Electronic Funds Transfer (EFT). Please visit <http://invoice.jpl.nasa.gov/IMS-Forms.cfm> and download the EFT Authorization form.



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## SAMPLE INVOICE – ARCHITECT & ENGINEERING

The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by the subcontract, including these instructions.

- |  |  |
|--|--|
| 1. Invoice Date: 7/1/2008<br>2. JPL Subcontract Number: 1234567<br>3. Total Subcontract Value: \$100,000.00<br>4. TIN: 12-3456789<br>5. Invoice Number: 10-234-6<br>6. Billing Period 6/1/08 – 6/30/08 | 7. Remit To:<br>ABC Company<br>ABC Company Accounts Receivable<br>567 Any Street<br>Anytown, VT 12345-1234 |
|--|--|

8. Description of Work	9. Current Percent Billed	10. Current Amount Billed	11. Total Percent Billed	12. Previously Billed	13. Cumulative Earned to Date
Study and Design of HVAC system	25%	\$ 25,000.00	55%	\$ 30,000.00	\$ 55,000.00
14. Less Retention		(\$ 2,500.00)		(\$ 3,000.00)	(\$ 5,500.00)
15. Total Amount Due	\$ 22,500.00				

16. *"I hereby certify that the above invoice is correct and just, that payment therefore has not been received, and that the invoice is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government."*

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number/Extension



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